



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

Date: 2/22/2017	Interviewer: Sue Guenter-Schlesinger (SGS)	RFA #17 – 13
Name of Person(s) Requesting Assistance: [REDACTED]		
Contact Numbers (telephone, e-mail, etc.): [REDACTED] or cell [REDACTED]		
Status of Person(s) Interviewed (title, position, student status, etc.): WWU student		
Requested Assistance Pertaining To (name, position, policy, project, etc.): Concerns regarding WWU's protocol during inclement weather		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male Female Administrator Faculty Staff Student
Concern Regarding: Male Female Administrator Faculty Staff Student

Category: (Please check at least one)

<input type="checkbox"/> Age	<input type="checkbox"/> Color	<input type="checkbox"/> Creed	<input type="checkbox"/> Disability	<input type="checkbox"/> Veteran Status
<input type="checkbox"/> Marital Status	<input type="checkbox"/> National Origin	<input type="checkbox"/> Race	<input type="checkbox"/> Religion	<input type="checkbox"/> Retaliation
<input type="checkbox"/> Sex/Gender	<input type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Employment	<input type="checkbox"/> Genetic Information
<input type="checkbox"/> Gender Identity or Expression				

Time Line		
Date	Item	Comments
2/22/17	Email from [REDACTED]; and other relevant emails that follow	See email in file. Email sent to Provost Brent Carbajal, EO Office, Mohammed Cato, L.K. Langley, Faculty Senate President Kristen Larson, AS President, Kunle Ojikutu, Trula Nicolas, Karen Dade, Maria Timmons Flores, and President Sabah Randhawa. [REDACTED] email expresses, among other things, concerns about accessibility to campus and students not being able to come to WWU because of unsafe weather conditions and not getting penalized.
2/22/17	Sue sends email response to [REDACTED].	(See email in file)
2/22/17	Lynae confirmed meeting for Sue and [REDACTED] for Friday 2/24.	
2/24/17	[REDACTED] called EO Office to reschedule meeting with SGS	Original meeting scheduled for 2/24/17. Rescheduled meeting to 2/27/17.

2/27/17	SGS meeting with [REDACTED]	See notes in file.
2/28/17	Meeting regarding accessible campus routes during inclement weather	To be responsive to [REDACTED] original letter, SGS had already scheduled a meeting with the following relevant individuals: Mallory Sullivan (EO Office); John Furman, Chris Brueske, and Greg Hough (Facilities Management); Leonard Jones (University Residences); David Brunnemer (DRS); Darin Rasmussen (University Police); Paul Cocke (University Communications); and Bob Putich (Student Business Office/Parking Services). See after action list from John Furman on actions to follow-up on regarding dealing with snow removal and inclement weather.
3/8/17	[REDACTED] called EO Office to set up follow up with Sue.	
3/10/17	Hailey left voicemail & email for [REDACTED] Sue called.	Sue calls [REDACTED] at scheduled time – no answer.
3/14/17	[REDACTED] stopped by EO Office to reschedule follow up phone call with Sue.	Hailey passed along [REDACTED] availability to Sue, but Sue was unable to call as she was at an out-of-town conference.
3/21/17	Hailey left voicemail & email for [REDACTED]	Hoping to schedule appointment for Sue and [REDACTED] for week of April 3 when Sue is back in the office.
3/22/17	Hailey received email from [REDACTED]	[REDACTED] confirms availability. Hailey schedules appointment for [REDACTED] & Sue to meet on Monday, April 3.
4/3/17	SGS & MS meet with [REDACTED] at EOO	SGS and MS provided [REDACTED] with an update on the 2/28 meeting discussing inclement weather and the resulting action items, including updating the email notice, update the inclement weather FAQ, and focusing on messaging to faculty about student absences during inclement weather. SGS also informed [REDACTED] that she will follow-up with either the faculty senate or the faculty senate executive board to discuss changing the wording of “encouraging faculty” to be flexible when inclement weather and students don’t feel safe to come to campus, to “must be flexible” or “expected to be flexible.” EOO will also send [REDACTED] information about attending the Disability Advisory Council as a guest and will follow up after discussion with Faculty Senate President. [REDACTED] expressed appreciation for work done on this thus far.